

# NIH TRANSITION CENTER

## Monthly Activities Calendar

April 2004

Mon	Tue	Wed	Thu	Fri
			1 <i>Federal Resume</i> 9:00 am — 12:00 pm	2
5	6 <i>Responding to QuickHire Questions</i> 1:00 pm—2:30 pm	7 <i>Guiding Change &amp; Transition</i> 9:00 am — 11:00 am	8 <i>The Challenge of Change</i> 1:00 pm — 3:00 pm	9
12	13 <i>Preparing for Interviews</i> <i>GS-8 and above</i> 9:00 am—11:00 am	14 <i>Federal Resume</i> 9:00 am — 12:00 pm	15 <i>Practice Interviews (Not Videotaped)</i> 1:00 pm—4:00 pm	16
19 <i>Videotaped Practice Interviews</i> <i>GS-8 and above</i> 1:00 pm—4:00 pm	20 <i>The Challenge of Change</i> 1:00 pm — 3:00 pm	21 <i>Responding to QuickHire Questions</i> 1:00 pm—2:30 pm	22 <i>Federal Resume</i> 9:00 am—12:00 pm	23
26 <i>Videotaped Practice Interviews</i> <i>GS-8 and above</i> 1:00 pm—4:00 pm	27 <i>Preparing for Interviews</i> <i>GS-8 and above</i> 1:00 pm — 3:00 pm	28 <i>Federal Resume</i> 9:00 am — 12:00 pm	29 <i>Practice Interviews (Not Videotaped)</i> 9:00 am—12:00 pm	30

### DESCRIPTION OF CLASSES:

**Preparing for Interviews:** Learn how to do well in interviews and then register for a practice session with the option for videotaping with an NIH Transition Center Instructor.

**Creating Your Federal Resume in QuickHire with Lab:** Learn how to write a resume that will get noticed. Then, actually create a resume with assistance from an NIH Transition Center Instructor.

**Guiding Change & Transition (Managers only):** Instead of assuming you know, find out what employees are really thinking and feeling as they are going through this period of change at NIH. Then, learn some simple strategies you can use to ease the transition.

**The Challenge of Change:** Learn to recognize the stages of transition that you and your fellow employees are going through during this period of change at work. Then, an EAP Counselor will teach you some strategies that can reduce the stress you may be feeling.

**Responding to QuickHire Questions:** Learn to write effective responses to QuickHire questions utilizing CCAR—Context, Challenge, Action, Results—framework.

**Class Location:** 6120 Executive Plaza South—Classroom 9 or contact your EO to find out if your IC is having an on-site class  
**Registration:** Contact the NIH Transition Center by phone at 301-496-1050 or by e-mail at [NIHTransitionCenter@mail.nih.gov](mailto:NIHTransitionCenter@mail.nih.gov).  
Beginning in April, you can register through NIHITS at <http://nominate.od.nih.gov>.